



Neighborhood Services Department

CODE COMPLIANCE

630 East Hopkins, San Marcos, Texas 78666

Phone (512) 393-8440

City website: www.sanmarcostx.gov / Email: Health_info@sanmarcostx.gov
<http://www.ci.san-marcos.tx.us/index.aspx?page=129>

Mobile Food Business: Requirements & General Information

Permit Background

A Mobile Food Unit permit allows a vendor to sell, serve, or give away food/beverages to the public. Under the provisions of this permit, a vendor may offer food and/or beverages from a mobile vending unit. The permit does not replace or supersede the base food enterprise permit and is required for all mobile vendors operating within the City of San Marcos or contracted municipalities.

Permit Types

- Vendors can apply for a Restricted or Unrestricted Mobile Food Vendor permit.

Unrestricted: Under this permit type a vendor can offer food that is packaged and/or prepared in the mobile unit.

Restricted: Under this permit type a vendor can only offer prepackaged foods. These vendors cannot conduct food handling or open food preparation. All food items, including beverages and condiments, must be prepackaged at an approved food establishment by the employees of that establishment or come prepackaged from an approved source.

Operational Jurisdictions

Vendors who want to operate in the City of San Marcos need to apply for a City of San Marcos Mobile Food Unit permit. Vendors who want to operate in the unincorporated areas of Hays County will require a separate Hays County Mobile Food Unit Permit. Contracted municipalities also require a separate City of San Marcos Mobile Food Unit permit for permission to operate within those city limits.

Permitting Location And Times

Permitting and inspection for Mobile Food Unit takes place from 8:00 AM to 12:00 PM, Tuesdays mornings at 750 River Road, San Marcos, TX. Operators must obtain a visitor sticker from security officer where mobile vending vehicles are staged. Then, sign in with the City of San Marcos Sanitarian located in Suite 205 to apply for a permit and secure a place in line. Vendors who fail to arrive before 11:00 AM without a complete application will not receive an inspection on that day. Vendors must provide their own source of power, if applying for a new mobile food unit permit or undergoing a re-inspection, to demonstrate full equipment functionality. Power sources are not available at the permitting location.

Initial Permitting Process

All mobile vendors must obtain a Mobile Food Unit permit before operating within the City of San Marcos. The permit process will require an application review and a physical inspection of the mobile unit. Vendors must complete the application review and pass the physical inspection before they receive a permit.

Application review requires submission of: 1) Permit application 2) supporting documents 3) payment in full

- Supporting documentation must include active sales tax permit, Secretary of State registered name and ID number, current government photo ID with an address, signed restroom agreement, current itinerary, a *notarized central preparation* facility agreement (no older than 30 days prior to date of submission), and out of jurisdiction form (if applicable).

***** Physical inspection requires the unit to be present at the time of permitting see Permitting Location & Times**

Permit Expiration

Mobile Food Unit permits expire annually, one year from the date approved. Vendors must renew their permit on or before the expiration date. *(Please note: the earliest a permit may be renewed is 45 days prior to the permit's expiration date).* Failure to renew the permit on or before expiration will result in the assessment of a late fee.

Vendors will receive a reminder notification, by mail, prior to permit's expiration. Failure to receive the notification does not absolve the mobile owner/operator from the responsibility of applying for permit renewal prior to expiration.

Operational Requirements

Any and all vending activity must occur inside the permitted mobile food unit.

The unit must remain in a state of *ready mobility* at all times. Do not add permanent utility (gas, electrical, or plumbing) connections or any other connections to the unit which would prevent it from being readily mobile. Hold all equipment or service items utilized in the operation on the unit or at the Central Preparation Facility (CPF) at all times. Do not place operational items on the ground surface off of unit. This includes, but is not limited to: *coolers, propane tanks, generators, BBQ pits, disposal bins (for oil, grease, etc.) and cash registers.*

Wastewater Disposal (Grey Water)

All wastewater generated must be kept in a manner which does not create unsanitary conditions while being held for disposal. Disposal of all wastewater must occur in a continuous manner. Once wastewater is removed from the unit it must be taken to the CPF for immediate disposal. No staging of wastewater off the unit (holding buckets) for future disposal is allowed except at the vendor's CPF on record. Vendors may utilize TCEQ approved waste haulers to service the unit directly under the following guidelines: Pumping of liquid and grease waste must occur from the exterior of unit in a manner which does not result in contamination of unit or ground surface. Records of all service visits (i.e. trip tickets) conducted must be maintained on the unit at all times for review at the request of the Health Department. *Waste hauler contracts must be submitted and approved by Environmental Health Services prior to conducting wastewater hauling operations.*

Certified Food Manager & Registered Food Handlers

Vendors with an *Unrestricted Mobile Food Unit permit* must obtain and post at least one (1) employee's original and valid Certified Food Manager Certificate. The original document must be visible on the unit, for the Health Department to review at all times of operation. Failure to comply with this requirement will result in a re-inspection for an additional fee and/or filing legal charges against the unit's owner/responsible party. *Employees not certified as food managers must complete a Food Handlers course certified by the State of Texas.*

Mobile Unit Re-Inspections

Deficiencies observed during a mobile vending inspection may require the department to perform a re-inspection. If the department issues a re-inspection notice, *the vendor must bring the unit to the permitting location for inspection* and there will be a re-inspection fee assessed.



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Mobile Truck/Trailer Check Off List/Questionnaire

Name of Mobile: _____

DMV License Plate Number of mobile: _____

Contact Person: _____ Phone number: (____) - _____

General & Equipment Information

Do you have CPF agreement? ☐ Yes ☐ No

Do you have a restroom agreement? ☐ Yes ☐ No

Is a menu of the items included? ☐ Yes ☐ No

Is an equipment list provided? ☐ Yes ☐ No

Is a scaled floor plan included showing the location of all sinks and all equipment? ☐ Yes ☐ No

Are all refrigerators able to maintain a cold hold temperature of **41° F at all times**? ☐ Yes ☐ No

I understand the mobile unit must be readily moveable at all times. ☐ Yes ☐ No

How will the mobile unit operate? Route ☐ Single Location ☐

Sales site name (if applicable): _____

Mobile sales site address: _____

Provide the make and model number of all required refrigerators on the mobile unit:

Make: _____ Model: _____ Cubic Foot Capacity: _____

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Make: _____ Model: _____ Cubic Foot Capacity: _____

Plumbing

Is a floor plan showing the plumbing diagram submitted? ☐ Yes ☐ No

What is the size of the mobile's fresh water tank? _____ Gallons (*minimum of 40 gallons*)

What is the size of the mobile's wastewater tank? _____ Gallons (*minimum 25% larger than fresh water tank*)

Does the mobile's hot water tank have adequate hot water capacity to fill 2 of the 3-compartments & still provide hot water above 105° F in 3rd compartment and hand sink(s)? ☐ Yes ☐ No

Hot Water Heater: Size: _____ Make: _____ Model Number: _____

Mechanical Water Pump: Make: _____ Model Number: _____

Is the mechanical pump capable of pressurizing both the hot and cold water systems to 15 psi? ☐ Yes ☐ No

Hand Wash Sink size is: _____ inches wide, _____ inches long, _____ deep.

Does the hand sink & 3-compartment sink have hot running water? ☐ Yes ☐ No

3-Compartment Sink: Is a 3-compartment sink installed? ☐ Yes ☐ No

Does the 3-compartment sink have drain boards or drip drying area on each side? ☐ Yes ☐ No

Is the 3-compartment sink big enough to wash and submerge the largest pot, pan, or utensil? ☐ Yes ☐ No

Does the faucet reach all 3-compartments of the 3-compartment sink? ☐ Yes ☐ No

Menu

Is a menu submitted? ☐ Yes ☐ No

Is a list of suppliers provided? ☐ Yes ☐ No

Are you aware no cooling is allowed on a mobile? ☐ Yes ☐ No

Will any items be served raw or undercooked? ☐ Yes ☐ No

Where will food items be prepared?

Select C (CPF) or M (Mobile) below

Produce ☐ C ☐ M

Meats ☐ C ☐ M

Cooling ☐ C ☐ M

Other: ☐ C ☐ M

Other: ☐ C ☐ M

Other: ☐ C ☐ M

Other: ☐ C ☐ M

Other: ☐ C ☐ M

Other: ☐ C ☐ M

Other: ☐ C ☐ M

List what kind/type of Beverages that will be sold:

Where will beverages be cold held? _____

Where will refrigerated items be stored at the end of each night? _____

Central Preparation "Prep" Facility (CPF):

Print Name of CPF: _____ TX

Print Address of CPF: _____ TX

Are CPF restroom agreement(s) submitted with plans? ☐ Yes ☐ No

Is the CPF accessible without crossing a street? ☐ Yes ☐ No

Is the restroom within 200 feet of the mobile sales site? ☐ Yes ☐ No

Is a key available to allow after hour access to the CPF or explain access? ☐ Yes ☐ No _____

Are sales site hours of operation within the regular hours of operation of the restroom? ☐ Yes ☐ No

How and where will fresh water be obtained?

(Be specific as to location and how water is transported)

Refuse Disposal/Waste Water

How and where will trash be disposed at sales site? _____

How and where will food waste be disposed? _____

How and where will wastewater be disposed? _____

(Be specific as to location and how wastewater is transported.)

Signature

Printed Name

Title

Date